

**THE MEETING MINUTES OF THE COLLEGE COUNCIL
COLLEGE OF ARTS AND LETTERS
Wednesday, April 16, 2014
McKenna Hall Auditorium**

ATTENDANCE

Deans: *Dean:* John McGreevy; *Associate Deans:* James Brockmole, Maura Ryan; *Assistant Deans:* Collin Meissner, Ava Preacher, Nicholas Russo, Joseph Stanfiel, Vicki Toumayan

Chairpersons and Directors: James Collins, Richard Jensen, Elizabeth Mazurek, Rory McVeigh, Peter McQuillan, Gretchen Reydams-Schils, Valerie Sayers, Peter Smith

Elected Faculty: David Betson, Alessia Blad, William Carbonaro, Meredith Chesson, Richard Donnelly, Kathleen Eberhard, Encarnacion Juarez, Vittorio Montemaggi, Brian O'Conchubhair, Abigail Palko, Robin Rhodes, Alison Rice, Sebastiano Rosato, Carmen Tellez, Hannelore Weber, Shauna Williams

Graduate Student Representative: John Joseph Shanley

Undergraduate Students Representatives: Nikita Taniparti

Regularly Invited Guests, Observers, and Resource People: Robert Becht (Office of the Dean), Maria Di Pasquale (Office of the Dean), John Duffy (University Writing Program), Essaka Joshua (College Seminar Program), Geraldine Meehan (Notre Dame International), Jane Murphy (Office of the Dean), Matthew Zyniewicz (Office of the Dean)

Excused: Thomas Anderson, Matt Ashley, Cindy Bergeman, Martin Bloomer, Michael Brownstein, Richard Cross, Noreen Deane-Moran, Larissa Fast, Sabrina Ferri, David Gasperetti, Richard Gray, Patrick Griffin, Peter Holland, Lionel Jensen, Claire Jones, Cynthia Mahmood, Tom Merluzzi, David Nickerson, Hugh Page, Deborah Rotman, Jason Ruiz, Robert Schmuhl, Mark Schurr, Dayle Seidenspinner-Núñez, Marcus Stephens, Julie Turner, Henry Weinfield

Guest: Kevin Dreyer (Director of Undergraduate Studies, Department of Film, Television, and Theatre)

Before the approval of the minutes, Dean John McGreevy announced the recent death of a colleague, Olivia Remie Constable. The College Council offered a moment of silence in her honor.

APPROVAL OF MINUTES

The minutes from the March 18, 2014 College Council meeting were approved.

COLLEGE BUSINESS

Revisions to Internship Policies

J. McGreevy gave a short preamble about the proposal from the Office of Undergraduate Studies Committee concerning revisions to internship policies in the College of Arts and Letters. Over the last few years as dean, it has become clear to J. McGreevy that there are three ways in which the requirement to earn 120 credits that we expect for graduation—normally around 40 credit-bearing courses for Arts and Letters students—is slowly being undermined. The first way is the allowance of AP credits. A very high percentage of Notre Dame students enter with AP credits. At times 30% have a full 15 hours of AP credit. The second way is the proliferation of one-credit courses, from the Center for Social Concerns, to one-credit courses offered by departments. One-credit courses can be very educative. Some are academic credits and some are not. The College is attempting to sort out the one-credit course offerings. The third way involves internships. How can the College think about internships in a culture and environment where internships are very valuable for students? J. McGreevy wants Arts and Letters students to pursue internships, especially if they have unnecessary anxiety about the job market. Complicating issues involve the fact that some internships are paid, and sometimes they are not. Further, what are appropriate internships for students who are studying abroad?

J. McGreevy invited Acting Associate Dean James Brockmole to introduce the proposal in more detail.

J. Brockmole stated that when the Undergraduate Committee first began to look into the College internships, they first reviewed policies from other colleges around the University. Currently in the College of Arts and Letters students can earn up to six credits toward their 120-credit University degree requirement through internships. The Committee found that six credits were five credits more than what other colleges allow to be applied toward degrees (1 total credit for internships).

Further, the Committee found that there was not much consistency throughout the College itself about how to handle internships; sometimes internships have S/U grades, and sometimes they have letter grades. Some departments give one credit for internships, while other departments would give three credits for internships.

In terms of guiding principles for the review of internship policies, the Committee observed that any internship policy should: (1) Allow for credit to be awarded for internships; the law requires that students be compensated in some manner for internships, either with academic credit or with a stipend; (2) indicate that internships play less of a role in the pursuit of a major or a degree in the College of Arts and Letters by limiting the number of credits generally allowed for internships. Internships are valuable aspects of the educational experience, but six credits of internship work typically is not equivalent to six credits earned through academic engagement with a professor and peers in a classroom setting; (3) promote already existing internship programs, for example, the Washington, D.C. internships that are blended into the curriculum and are required components of the program; (4) impact only ad hoc internships that students pursue primarily over the summer in the United States and are not tied to specific majors or programs; any new internship policy should not impact international internship programs which have issues dealing with international law; (5) allow departments to continue to count internships toward major requirements if departments wish to do so.

J. Brockmole then reviewed what the Undergraduate Committee proposed for the College Council's consideration.

There are two types of internships with variances: "internships" and "major internships".

The first type of internship—"internship"— is characterized by mentored learning opportunities achieved through the completion of assigned tasks over a short period of time. The student does not typically take a lead role in determining daily activities or long-term projects. An illustrative example would be a student serving as an assistant to a Member of Congress. The vast majority of internships exist within this category.

- Each completed internship is awarded 1 credit (not variable credit).
- A maximum of 1 internship credit will be applied to the degree. Internship credits cannot be applied to the student's major.
- Internships will be graded S/U.
- Normally, Internship evaluation criteria should include a pre-approval of the internship based upon a letter of support from a supervisor and a description of activities provided by the student, a daily diary of completed activities and reflections, a formal reflection paper at the conclusion of the internship, a final letter of evaluation from the internship supervisor.
- Approval and final evaluation of Internships are charged to the student's Assistant Dean in the case of non-departmental internships (e.g., AL 45999) or DUS in the case of departmentally-administered internships (e.g., FTT 35501).

The second type of internship—"major internship"— involves clear and extraordinary intellectual and/or creative development. Such activities are characterized by the production of independent, creative work that can be assessed by Notre Dame faculty. The student typically

takes a lead role in determining daily activities and long-term projects. Such internships are the clear exception, rather than the norm, in the context of the undergraduate experience.

- Major Internships may be awarded 1, 2, or 3 credits based upon the type and duration of the activity.
- A maximum of 3 credits of Major Internship credit will be applied to the degree. Departments who approve a Major Internship must apply the associated credits to the major. That is, a Major Internship must be judged to be of sufficient quality and duration to fulfill a major course requirement.
- Major Internships will be assigned a letter grade.
- Normally, evaluation criteria should be the same as those for Internships, with the addition of a faculty evaluation of the final intellectual or creative project. Additional evaluation criteria may be established by individual academic departments.
- Approval and final evaluation of Major Internships are charged to the relevant Department Chair or Chair's Designee (e.g., DUS) who may consult with the relevant Assistant Dean.

Because credit is awarded for an academic component of each internship (rather than for the number of hours worked), in extraordinary circumstances (e.g., compliance with US immigration law) the College may award credit for paid internships using either model above. It is expected that the vast majority of internship activities completed for credit will be unpaid.

J. McGreevy asked for comments or questions.

Assistant Dean Nicholas Russo asked if the policies are adopted, when would they go into force? Some students have asked about internships for the upcoming summer 2014, and the internships have already been approved at three credits. J. Brockmole stated that the new policies would not affect the upcoming summer internships. The policies will go into effect on the first fall 2014 so that students have ample time to know that this change is taking place.

Gretchen Reydams-Schils (Chairperson, Program of Liberal Studies) asked if the "major internships" are "major" because of their importance or because they are related to the academic major. J. Brockmole noted that the intention of the nomenclature is that the "major internships" would be part of the student's major, but the nomenclature could also indicate that this particular type of internship is substantial. Assistant Dean Ava Preacher added that this type of internship would be "an internship within the major."

A. Preacher also asked how many internships a student can pursue in a given semester. One per semester and one per summer? Even though a student would be limited to 3 credits of internship activity counting toward his or her degree program, may a student pursue more than one internship in a given semester or summer? Such internship could be listed on a student's transcript.

J. Brockmole observed that the policies have preapproval processes so that an assistant dean or a director of undergraduate studies can think together with the student about how many internships would be feasible.

Robin Rhodes (Department of Art, Art History, and Design) wondered why paid internships are denied academic credit. J. Brockmole observed that it is standard practice across the University that paid internships do not receive academic credit. General Counsel has advised J. Brockmole that there is no legal prohibition against offering credit for paid internships. J. Brockmole noted that credit is given for the academic aspects of an internship and so there are no impediments for offering credit for a paid internship. The proposal at hand recognizes that there might be internships in an extraordinary instance that warrants both pay and academic credit. If a student pursued an internship on a grant (e.g., from CUSE or ISLA), the College would not view that internship as a “paid” internship. J. McGreevy added that most colleges and universities across the country would like to discontinue offering academic credit for internships. Yet, for legal reasons, entities that offer internship must either provide academic credit or pay the intern. So the College needs to provide a way to offer academic credit for internships in order to encourage many entities (e.g., film industry or government) to continue to offer the internships that give our students valuable experiences. The basic goal with this proposal, however, is to limit the number of academic credits for internships while recognizing the need to offer academic credit for internships.

N. Russo stated that for the Arts and Letters degree there is a distinction between activity hours and academic hours. Does the Undergraduate Committee conceive of the “internships” (not the “major internships”) as activity hours or academic hours? He recalled that students can earn no more than three activity hours in their 120-credit total for their degree. J. Brockmole offered that the credit received based on an internship is neither academic hours nor activity hours. The distinction between academic hours and activity hours comes into play when we consider 1-credit courses, for example, not when we consider internships. N. Russo mentioned that semantically, internships are academic credit. J. Brockmole agreed that the credit for internships is for academic work within the internship.

Geraldine Meehan (Global Gateways at Notre Dame International) wondered how the new policies would affect the international programs or internships. For example, perhaps there are 130 students going to London in the fall 2014 and 30-35 students will pursue internships. Currently those students would understand that they can get up to 3 credits graded S/U but applied toward their Arts and Letters degree program. J. Brockmole mentioned that any credit awarded based on an internship pursued abroad would be counted outside of the proposed policies. The Undergraduate Committee will most likely consider academic credit policies related to international internships in the near future.

David Betson (Hesburgh Center) noted that the relevant Chairperson or Chairperson’s Designee

are charged with the approval and final evaluation of major internships. D. Betson wondered about the cases involving minors. J. Brockmole suggested a friendly amendment that the language be changed to read: "Approval and final evaluation of Major Internships are charged to the relevant Department Chair/Program Director or Chairperson's Designee who may consult with the relevant Assistant Dean."

Abby Palko (Gender Studies) asked for a confirmation that if an academic unit is already accepting credit for internships toward the major or minor, that practice may remain in place. J. Brockmole confirmed that such practices may stay in place. J. McGreevy underscored, however, that the internship must be of sufficient academic gravity to count toward the major or minor.

Vittorio Montemaggi (Department of Romance Languages and Literatures) noted that section b (ii) reads that "Departments who approve a Major Internship must apply the associated credits to the major." V. Montemaggi asked if the associated credits must apply to the relevant minor rather than major, in some instances. J. Brockmole agreed.

J. McGreevy asked for a vote concerning the proposal under consideration about internships generated by the Undergraduate Committee. The proposal unanimously passed.

J. McGreevy thanked J. Brockmole and the Undergraduate Committee for their work on the proposal, and he thanked the College Council members for their work on the Council over the course of the 2013-2014 academic year.

ADJOURNMENT

J. McGreevy adjourned the meeting at 4:20 pm.

Respectfully submitted,

Matthew C. Zyniewicz
Dean's Executive Administrator